

Minutes of the Baraboo Community Development Authority  
Finance Committee  
Tuesday, November 5, 2019

The meeting was called to order by Chairperson Wastlund at 5:45 pm in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

**I. Roll Call**

Present:	Wastlund, Koehler, Petty
Absent:	None
Staff:	Patrick Cannon
Other CDA Board members:	Bobholz, Fordham, Kierzek

**II. Note of Compliance with Open Meeting Laws**

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

**III. Approval of Agenda**

A motion to approve the agenda as presented.

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

**IV. Approval of the Minutes  
July 2, 2019**

A motion to approve the minutes of July 2, 2019 as presented.

Petty (1); Wastlund (2)

Aye: All via voice vote

Nay: None

**V. Public Comment**

No one from the public wished to speak at this time.

**VI. Old Business  
None**

**VII. New Business**

**A. Consideration and discussion of 2020 Proposed CDA Budgets**

Staff presented the 2020 budgets for all Funds administered by the CDA. It was noted that for the funds directly related to housing, there is relatively no change as the income levels remain the same. Staff will be investigating the RAD program as a possible change to the funding for Corson Square. This process will take some time and analysis.

The loan funds were difficult to project as the potential for loans is unknown. The prior job creation loan programs have been combined into one fund with the Close Program being completed

After careful review, the Committee moved to recommend the 2020 Budgets to the CDA Board for their approval. A public Hearing on the Budgets will also be required.

Motion: To recommend the 2020 CDA budgets to the CDA Board for consideration.

Koehler (1); Petty (2)

Aye: All via voice vote

Nay: None

**B. Consideration and discussion of authorization to submit a Loan Application to USDA for the Library Project.**

Staff noted that the City Council has directed the CDA to submit an application to USDA-RD for potential funding of the Library project. Since the application will be presented in the name of the CDA, Staff has requested that the CDA authorize the Executive Director to complete and submit the initial application to USDA-Rd for the Library project.

After careful consideration, the Committee moved to authorize the Executive Director to submit the application for funding and submit this recommendation to the CDA Board for their consideration.

Motion: To authorize the CDA Executive Director to submit an application to USDA –RD for the funding of the Library project and recommend that the full Board consider this recommendation.

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

**C. Consideration and discussion of Uncollectable Tenant Accounts Policy**

It was noted that under the current HUD scoring system, the CDA has lost points in its overall score for the lack of a written policy as it relates to the collection of outstanding debt by residents. While the CDA has completed these steps of collection in the past, HUD requires a written policy.

Staff drafted a policy that captures the CDA's current practice and requested that the policy be approved.

After careful review, the committee moved to approve the recommended policy and recommend the policy to the Board for its consideration

Motion: To approve the Uncollectable Tenant Accounts Policy and recommend the matter to the CDA for its consideration.

Petty (1); Koehler (2)

Aye: All via voice vote

Nay: None

Baraboo Community Development Authority  
Minutes of Finance Committee  
November 5, 2019

**VIII. Committee Member Comments**

No Board members comments were made

**IX. Adjournment**

A motion was made to adjourn the meeting at 6:32 pm.

Koehler (1); Petty (2)

Aye: All via voice vote

Nay: None

Approved by the Finance Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder